



CITY OF BURLINGTON

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CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, March 6, 2018

1. **Call to Order - Roll Call**

Mayor Hefty called the meeting of the Committee of the Whole to Order on Tuesday, March 6, 2018 at 6:30 p.m. starting with Roll Call. Present: Kott, Johnson, Grandi, Dawidziak, Vos, Schultz, Preusker, Bauman. Excused: None.

Student Representatives Present: Gabriel King, Jack Schoepke. Excused: None.

Also present: City Administrator Carina Walters, City Attorney John Bjelajac, Director of Administrative Services Megan Watkins, Director of Finance Steve DeQuaker, Police Chief Mark Anderson, Fire Chief Alan Babe, Building Inspector Gregory Guidry, DPW Director Peter Riggs, and Library Director Joe Davies. Also in attendance: Gregory Governatori, Kapur and Associates.

2. **Citizen Comments**

Lorette Yanny - 625 Spring Valley Road, Burlington Wisconsin - inquired as to why there was a vehicle counter placed on their road and wanted to know if the City was aware of any further development plans for this area. Yanny also asked about the possibility of re-routing the gravel truck traffic, reducing the speed limit to 35 mph, and wanted to know why traffic wasn't allowed to turn left off of Hwy 36 into the Aurora Facility.

Administrator Walters suggested that Yanny contact her to schedule a time for them to meet to further discuss her concerns.

3. **Approval of Minutes**

A motion was made by Alderman Grandi with a second by Alderman Dawidziak to approve the February 21, 2018 Committee of the Whole meeting minutes. With all in favor, the motion carried.

4. **RESOLUTIONS:**

- A. **Resolution 4884(42)** dissolving/terminating Tax Incremental Finance (TIF) District Number 3 and authorizing the City Treasurer to distribute excess increment to overlying taxing districts.

Mayor Hefty introduced Resolution 4884(42). Steve DeQuaker then explained that this is the first step in closing Tax Increment Finance District (TID) #3, which was created in September 1992 and amended in 2014 to allow increment sharing with the Environmental Remediation Tax Increment Financing District 1 (ER TID 1). DeQuaker then reviewed the Budget and Fiscal impact and stated that with the close of TID 3, after increment sharing with ER TID 1, there will be an excess increment of approximately \$900,000 which will be paid out to the taxing jurisdictions based on the percentage of taxes on the 2017 tax bill. DeQuaker then distributed a handout of the Projected Levy Impact on the Close of both ER TID 1

and TID 3 and discussion ensued.

- B. **Resolution 4885(43)** dissolving/terminating Environmental Remediation Tax Incremental Finance (ER TIF) District Number 1 and authorizing the City Treasurer to distribute excess increment to overlying taxing districts.

Mayor Hefty introduced Resolution 4885(43) and stated that this resolution is associated with Resolution 4884(42). DeQuaker explained that TID 3 was amended in October 2010, which pulled parcels out of TID 3 and created the ER TID 1, which now contains the parking structure, the Hampton Hotel and the vacant lot next to the parking structure.

DeQuaker stated that after review of the increments and expenditures for both ER TID 1 and TID 3 through the 2017 Tax year, that ER TID 1, after receiving an increment share from TID 3, can pay off its debt and be closed in 2018, even though the statutory close date isn't until 2021. DeQuaker further stated that TID 3, after sharing increment with ER TID 1, will have an excess increment; however, ER TID 1 will not have any excess increment.

- C. **Resolution 4886(44)** to approve a Letter of Engagement with Ehlers, Inc. to provide Tax Incremental District financing services.

Mayor Hefty introduced Resolution 4886(44). Walters explained that Ehlers has been instrumental in assisting the City with the creation, development, financing and management of the City's TIF Districts and that staff has requested that Ehlers assist with the creation of TID 6 for expansion of the Burlington Manufacturing and Office Park (BMOP), which will include three areas of study. Walters further stated that the Phase 1 feasibility study would cost approximately \$5,700, with the total contract being \$14,500.

Alderman Vos asked if costs were recoverable if the TIF is created. Walters responded that costs would be recovered via resolution.

- D. **Resolution 4887(45)** accepting a Unanimous Petition for Direct Annexation of 75.06 acres at 6320 S. Pine Street (002-02-19-09-002-000) in the Town of Burlington, Racine County, Wisconsin.

Mayor Hefty introduced Resolution 4887(45). Walters explained that the owner of the property submitted a petition for direct annexation in order to have access to municipal sewer and water. Walters further stated that Council approval of the petition is the first step in the annexation process, and the next step will be for the Plan Commission to review the annexation and requested zoning, which will then go back to Council for consideration.

Alderman Vos asked where exactly this property was located and if it created an island. Walters responded that an island would not be created and the property is located adjacent to the Waste Water Treatment Plant.

- E. **Resolution 4888(46)** to approve the purchase of pump removal and installation, pipe repair, and variable frequency drive (VFD) and installation at Well 7 from CTW for the not-to-exceed price of \$23,550.

Mayor Hefty introduced Resolution 4888(46). Peter Riggs explained that staff had discovered an issue with the pump at Well #7 and since the flood, there has been a marked decrease in pump efficiency, which has resulted in increased electrical costs per gallon of water pumped. Riggs stated that in order to resolve the issue, Well #7 and the Origen Street water tower would be need to be taken out of service in order to replace the pump. Riggs also stated that while the well and tower are out of service, it would be a good time to replace the motor starter with a variable frequency drive (VFD), which is more efficient and yield considerable reductions in electric consumption.

Alderman Schultz asked how long the project would take. Riggs responded two to three weeks and that now would be good timing for the project since water usage is lower in the winter.

- F. **Resolution 4889(47)** to purchase a chemical feed pump from Energenecs at a cost of \$8,400.00 and phosphorous analyzer from Mulcahy Shaw Water for the Wastewater Treatment Plant at a cost of \$19,244.05, for a total project cost of \$27,644.05.

Mayor Hefty introduced Resolution 4889(47). Riggs stated that this project was presented during the 2018 Budget workshops, and is a necessary step towards achieving compliance with the City's phosphorous discharge limit required by the WPDES permit. Riggs further stated that the phosphorous analyzer provides real time data of phosphorous levels which then allows for more accurate dosing of the effluent and this accuracy will provide for less consumption of treatment chemical and some reduction of the phosphorous discharge.

- G. **Resolution 4890(48)** to adopt the Racine County Hazard Mitigation Plan Update 2017-2021.

Mayor Hefty introduced Resolution 4890(48). Walters explained that in December 2000, the Southeastern Wisconsin Regional Planning Commission (SEWRPC) and the Racine County Office of Emergency Management and Department of Planning and Development agreed to cooperatively prepare an all hazards mitigation plan for Racine County, which was prepared by the staff of the Racine County Office of Emergency Management and Department of Planning and Development, and the Southeastern Wisconsin Regional Planning Commission. Walters further stated that this plan must be adopted by all municipalities in order to maintain eligibility for Hazard Mitigation Grants.

- H. **Resolution 4891(49)** to consider approving an amendment to the City of Burlington Fee Schedule.

Mayor Hefty introduced Resolution 4891(49). Megan Watkins stated that the fee schedule was last updated on April 5, 2017 and in an effort to be fiscally responsible with services provided, has been monitored throughout the year. Watkins further stated that in order to remain consistent with other municipalities, several fees were amended, which included both increases and decreases.

Alderman Schultz asked for clarification in regards to Record Search Fees as "\$17.60 per hour, or actual cost". Staff was not able to provide an immediate answer; however Walters stated that most records are sent electronically and don't typically incur a fee.

5. **ORDINANCES:** There were none.

6. **MOTIONS:** There were none.

7. **ADJOURNMENT**

A motion was made by Alderman Dawidziak with a second by Alderman Preusker to adjourn the meeting. With all in favor, the meeting adjourned at 7:45 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington